

UNIT 1

A working life

**Janet and Andy talk
about their future plans**

How to get a job

Dos and don'ts of interviews

Rules at work

**Learn some cultural differences
in a British office**

Take it easy

Find out how to stop working so hard

UNIT 1

A working life

Unit overview

Inside view

Conversation 1

Janet, a student from China at Oxford University, talks to Andy, a Londoner and her fellow-worker at London Time Off, an entertainment information website, which is employing her for the summer. They discuss their future plans.

Conversation 2

The conversation continues with Andy voicing his problems with Joe, their American superior.

Outside view

The video clip shows two applicants being interviewed for a job. One is an excellent interviewee, and the other is badly prepared and confused. Naturally, the first gets the job.

Listening in

Short conversations

The five short conversations are all on the topic of jobs and illustrate the use of such phrases: *don't give up the day job*, *no one could have done more*, and *get the best out of*.

Conversation

A Chinese woman talks about her work experience in Britain and comments on the differences between Chinese and British office cultures.

News report

The news item is about people who become addicted to their work and let it take over their lives.

Presentation skills

In this section, Ss are asked to talk about an imaginary situation and then guided to talk about likes and preferences, abilities and professional skills and give reasons.

Starting point

1 Work in pairs. Read the character descriptions (1-7) and for each person choose the most suitable job from the list below.

- 1 Julia: She's imaginative, sociable, good at writing, wants to make money.
- 2 Luke: He left school at 16, is practical and good with his hands.
- 3 Rachel: She likes people but isn't very confident, wants to do something useful and is good at science.
- 4 Laura: She left school at 16, is visual, creative, and shy.
- 5 Joseph: He's good at languages, wants to do something useful, is sociable and wants to travel.
- 6 Ben: He left school at 16, likes people, is talkative and adventurous.
- 7 Emma: She loves animals, is sociable and good at science, wants to travel.

- electrician
- doctor
- psychologist
- photographer
- lecturer
- translator
- carpenter
- salesperson
- journalist
- flight attendant
- vet
- animal scientist
- advertiser
- art editor

2 Work with another pair and discuss your choices.



Inside view

Conversation 1

1 Look at the quotation and the photo, and decide why Andy might say it to Janet.

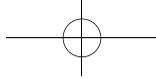
When a man is tired of London, he is tired of life; for there is in London all that life can afford.

Samuel Johnson

2 Think about Janet and Andy's ambitions for the future. Which ones do you think they have?

- go back to university
- go back to China
- get a job
- do a master's
- leave London
- go to China
- live in London
- become a teacher
- work in publishing
- update CV
- apply for a job at London Time Off
- look for jobs together

Now watch Conversation 1 and write J (Janet) or A (Andy) next to the ambitions they mention.



Starting point

1

Example answers

- 1 I think Julia could be a journalist. She would be able to write about many interesting events and enjoy interviewing lots of people.
- 2 It sounds as if Luke would make a fine electrician or carpenter.
- 3 I wonder if Rachel likes animals. I think she might make a good animal scientist or vet.
- 4 Laura should work in the art field. If she's good she can become an art editor and use her creativity. Most of the time she would be working on the computer so her shyness would not be a problem.
- 5 Joseph could be a good journalist with his writing skills and interest in people.
- 6 Ben is just right for being a salesman. You need to be quite brave and to be good at talking and creating relationships with people if you want to sell them things.
- 7 I guess Emma should be an animal scientist or vet. Maybe the first travels to see animals in the wild, though vets don't.

Additional Activity

- Ask Ss to brainstorm an alphabetical list of jobs (from accountant to zoo-keeper).
- Ask Ss to comment on the characteristics needed for different jobs, eg
Nurse: gentle, patient and caring
Construction worker: strong, careful and not afraid of heights.
- Ask Ss to suggest in turn adjectives for the sort of jobs they want, eg, well-paid, prestigious, caring, scientific, interesting.

Inside view

Conversation 1

1

Example answer

Andy quotes Samuel Johnson as he wants to say that London, as we also see in the picture, offers a huge range of sights and sounds, activities, entertainment, and variety of life, so nobody should ever get tired of the city – if a person does, they must be tired of living.

2

Answers

Janet: go back to China, do a master's, live in London, work in publishing, update CV, apply for a job at London Time Off, look for jobs together

Andy: leave London, go to China, look for jobs together

Culture points

master's degree (an MA, MSc or MS): a postgraduate degree which usually includes a dissertation or research project. A PhD (a doctor of philosophy, from the Latin) or DPhil is a doctorate. In the US this involves completing postgraduate courses and a research thesis; in Britain it is mostly completed by research so the thesis is generally longer.

Language points

I've got another year to go: I must complete one more year

your roots: metaphor from a plant; your place of birth and early upbringing

go for it: make an attempt to do something

stand a chance: have a reasonable possibility of success

Unit 1 A working life



Conversation 1

quotation /kwəʊ'teɪʃn/ n. 语录, 引语

publisher /'pʌblɪʃə/ n. 出版商, 发行商

apply /ə'plai/ v. 申请

Conversation 2

agenda /ə'dʒendə/ n. 日常工作事项

gofer /'gəʊfə/ n. 杂工 (做送信等杂事的人)

researcher /rɪ'sɜ:tʃə/ n. 研究人员

buddy /'bʌdi/ n. (AmE) (非正式) 朋友

3 Watch Conversation 1 again and check (✓) the true statements according to the clip.

- 1 Samuel Johnson was tired of London.
- 2 Janet plans to go back to China and become a teacher.
- 3 Andy plans to leave London and go to China next year.
- 4 Janet has no intention of staying in London.
- 5 Neither of them has written a CV.
- 6 Janet's CV isn't good enough to get a job in publishing.
- 7 Janet thinks she's got a good chance of getting a job at London Time Off.
- 8 Andy and Janet talk about looking for work together.

Language and culture

Samuel Johnson (塞缪尔·约翰逊) (1709-1784), often referred to as Dr Johnson, was an English author, who wrote poetry, novels, literary criticism and political essays. He is most famous for his work on the first Dictionary of the English Language, published in 1755.

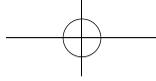
Conversation 2

4 Work in pairs and answer the questions.

- 1 Have you ever been tired of your home town?
- 2 Have you ever thought of living in another city, or another country?
- 3 Do you know what your plans are after graduation?
- 4 What would be your ideal job in the future?

5 Watch Conversation 2 and choose the best way to complete the sentences.

- 1 Andy probably likes working for London Time Off because _____.
 - (a) he wants to be a producer
 - (b) he could find work in the parent company
 - (c) he gets on well with Joe
 - (d) his roots are in London
- 2 _____ is a job for people starting out in the film and TV industry.
 - (a) Producer
 - (b) Researcher
 - (c) Editor
 - (d) Gofer
- 3 Joe's first proper job was _____.
 - (a) as a gofer in New York
 - (b) as a producer for London Time Off
 - (c) in the film and TV industry
 - (d) as a researcher at Lift Off UK
- 4 Andy thinks that Joe _____.
 - (a) is his best friend
 - (b) doesn't like him
 - (c) gets on quite well with him
 - (d) wants to give him a producer's job
- 5 Andy will probably leave London Time Off if _____.
 - (a) a producer's job isn't available
 - (b) he can't have Joe's job
 - (c) Joe and he can't get along better
 - (d) he can go to the US and do media studies
- 6 Andy was probably going to ask Janet if _____.
 - (a) she'd like to have a drink with him
 - (b) she's thirsty
 - (c) she'd like to go out with him
 - (d) she has any secrets



3

Answers

The true statement is 8.

- 1 His saying means the opposite.
- 2 The situation is not as clear-cut as this. She says she had planned to become a teacher. The tense implies this is no longer certain. A job in London in publishing is another possibility.
- 3 He only says he would like to visit one day.
- 4 If there was a job, she'd go for it.
- 5 Janet talks of updating her CV, implying she has one.
- 6 Andy has confidence it is. We do not know.
- 7 She doubts if she stands a chance so she reckons her chances as very low.

Conversation 2**Language points**

have a different agenda: have a different set of priorities or ideas about what needs to be done

I don't think his heart is in his job: he doesn't seem to love his work; he does it but without enthusiasm

end up: come to be

gofer: someone who does boring jobs for someone else, such as delivering messages and bringing cups of coffee

best buddies: (*AmE*) close friends

know your little secret: a humorous expression used when we find out something a bit confidential about a person

4

Example answers

- 1
 - Yes, sometimes. It's not a very interesting place, mainly factories.
 - Impossible, it is so full of memories and friends. I love it and miss it.
- 2 Well, yes, I am now living here away from home and experiencing a new city. It has been very stimulating and I hope to live in a few different cities in my lifetime.
- 3
 - Well, they aren't definite but all going well, I will do a master's degree.
 - Yes, I have already been promised a job.
 - No, I am beginning to get quite worried but I am not at all sure what I want to do next.
- 4
 - I want to work in the hospitality industry. If I start as a receptionist in a five-star hotel I hope I can work my way up to management level.
 - I don't suppose I will ever have the opportunity but I would love to work in a zoo. I adore strange animals.

5

Answers

- | | | |
|-----|-----|-----|
| 1 b | 2 d | 3 a |
| 4 c | 5 a | 6 c |

6 Watch Conversation 2 again and complete the sentences.

Janet Talking about future plans, how do you see your career developing?

Andy My career? Well, I like working for London Time Off. It's part of a larger media company called Lift Off USA, so there are lots of opportunities. But ...

Janet But what?

Andy It's (1) _____ working with Joe. I mean, I kind of think he has a different agenda. I like his work, but sometimes I don't think his heart's in his job.

Janet (2) _____ in London?

Andy He did media studies in the States, and then found work as a gofer at Lift Off in New York ...

Janet What's a gofer?

Andy Go for this, go for that. It's a word for (3) _____ in the film and TV industry. Then he came to London and got a proper job as a researcher at Lift Off UK, and then after a few years he got the producer's job on London Time Off.

Janet (4) _____, isn't he?

Andy Yes. He's (5) _____ at what he does, so the people who work with him rate him quite highly.

Janet Except you?

Andy No, I rate him too. And (6) _____, although we're not best buddies or anything like that. It's just that ... I want his job!

...



Everyday English

He has a different agenda.
I don't think his heart's in his job.
I rate him too.
We're not best buddies.
Whose round?

7 Work in pairs and answer the questions about Everyday English.

- 1 *He has a different agenda.* Does this mean that Joe and Andy (a) agree, or (b) disagree about things at work?
- 2 *I don't think his heart's in his job.* Does this mean Andy thinks (a) Joe's in the right job, or (b) Joe doesn't always like his job?
- 3 *I rate him too.* Does this mean Andy (a) thinks highly, or (b) doesn't think highly of Joe?
- 4 *We're not best buddies.* Does this mean Andy and Joe (a) get on together but aren't close friends, or (b) don't get on with each other?
- 5 *Whose round?* Does this mean (a) yes, let's go for a drink, or (b) it depends on who is paying?

8 Work in pairs and act out the conversation.

Student A Ask Student B what their plans are for the future.

Student B Tell Student A what your plans are for the future, and ask about their plans.

Student A Reply and ask Student B if they have ever thought of different plans.

Student B Tell Student A about any different plans you might have had, and talk about any doubts you may have.

Student A Make enthusiastic comments about Student B's plans, and reassure them about any doubts they might have.

Student B Ask Student A about attitudes and relationships with people in their class or in their part-time job.

Student A Talk about attitudes and relationships with people in your class or in your part-time job.

Student B Agree or disagree with Student A. Say how well you get on with people in your class or in your part-time job.

6

TEACHING TIPS 教学建议

After Ss have listened and completed the sentences, ask them to act out the dialogue in pairs, paying particular attention to the emotions and expressions.

Answers

- (1) not always very easy
- (2) How did he end up
- (3) the least experienced person
- (4) He's good at his job
- (5) confident and very competent
- (6) I get on with him quite well

7

TEACHING TIPS 教学建议

Ask pairs to prepare and then act out short dialogues making good use of each expression.

Answers

1 b 2 b 3 a 4 a 5 a

8

Example answer

- A** Do you have any particular plans for the future?
- B** Well, I'd like to get a good job when I finish my degree but I'm thinking of applying to do a master's first. What about you?
- A** I'd like to be a TV producer. Have you ever thought about becoming a professional singer? I heard you sing the other day and it was really impressive ... you could make a record or two ...

- B** It's true that I love singing and playing the piano and a couple of people have encouraged me to contact a record company but I doubt whether I could make it as a career. It's very competitive and I think success depends more on luck than on talent.
- A** Luck may play a part but you really need talent. I'm sure you can do it: Go for it! I heard you have been singing and playing in a hotel as a part-time job ... that's a start, isn't it?
- B** Yes, but that was just a job to help pay my way through university. I hadn't really thought of it as a career. How about your part-time work? I heard that you get on really well with the TV producer.
- A** Well, yes, up to a point. We're not best buddies or anything but I like him and get on quite well with him. He's good at his work and he wants me to help make several more programmes, you know, the English language programmes for children.
- B** Well, don't hesitate. Go for it, this is your chance to become a TV star. I wish I could get on better with the hotel staff: The manager's all right and he's good at his job, but he is very bossy. It's not always easy working for him.
- A** Well, he must have high expectations on you. ...

Speculating about the future

I've got another year to go, and then I suppose I'll go back home.
Do you think you would ever ...?
I'd love to ... one day.
I think I'll always come back here.
Have you ever thought of ...?
But what could I do here?
I've often thought if there was a job I could do here in ..., I'd go for it.
Do you think I'd stand a chance?

Making enthusiastic comments

What a wonderful view!
This is such a great city.
That sounds like a great idea.
It's great fun, and really interesting.
I couldn't think of a better way to ...

Reassuring people

Don't even think about it!
I promise you that you'd know if ...

Talking about attitudes and relationships at work

It's not always very easy working with him.
He's good at his job.
He's confident and very competent at what he does.
The people who work with him rate him quite highly.
I get on with him quite well.

Talking point

Work in pairs and read the letters to the Careers Advice page.

Discuss what advice you would give the writers.



I've been working for a month as an electrician's assistant but now I'm not sure if I want to be an electrician. I'm bored and what I'd like to do is travel. Can you give me some advice?

Tom

I'm 21 and have a good degree in Chinese literature. I want to work in publishing as an editor but there's a lot of competition. I've sent out ten applications but haven't even got an interview. What should I do?

Eva

I'm a teacher in my first job at a senior high school. I enjoy my work but I have to work extremely hard, and get so tired that I have no social life at all. Should I think about another career?

Anne

I'm a salesperson and have been offered another job with much better pay. However, the new job is not as interesting as the one I have now because I will not be travelling to meet customers. Advice, please!

Andrew

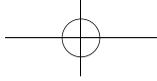
Give your opinion like this:

I think he / she should ...

I think he ought to ...

She could ...

If I were him, I'd ...



HAVE YOU HEARD ...?

A recent American report tried to work out the best and worst jobs. Points were awarded under a number of headings, such as work environment, pay, prospects, and stress and strain (mental or physical). Mathematicians, actuaries and statisticians came out top followed by software designers and computer systems analysts. Among the worst jobs were being a taxi driver, iron worker, mail carrier and auto mechanic.

What do you think the best jobs are?

Talking point

Example answers

To Tom

- I think Tom should talk to his supervisor – maybe they can give him some more challenging work and keep him busy. It is far too early for him to give up.
- He must learn to accept that most jobs have boring aspects.
- Many people who travel a lot get really tired of it too. After the first excitement of, for example, being a flight attendant, they realize it is hard work in a small space and living out of a suitcase in hotels is no great fun.
- I think he is being sensible. Why waste time – if being an electrician is not what he wants, he should stop now and find something he does like. He should talk to a career counsellor and find out what job really suits him. It is crazy to do something you hate all your life!

To Eva

- Ten applications is not a lot – Eva ought to be patient and persevere. You cannot expect your dream to come true without some effort.
- Perhaps she is doing something wrong. Maybe her applications are not standing out. I think she ought to consider her approach very carefully. Maybe she can make her application look more professional or include some striking work, something to attract the attention of the employer.
- I think she ought to be more realistic. She is too young for editorial work. She should look for a lower position and then work her way up.

To Anne

- Well, there is the saying “if you can’t stand the heat, get out of the kitchen” – so perhaps if she finds the work too much she ought to change jobs. I don’t think it will get any less.
- Maybe she could talk to some older teachers and get their advice.
- She could draw up a timetable for work and social activities and follow it closely. She ought to be strict and not allow work to fill all her time.
- If Anne is a dedicated teacher, maybe she will find the sacrifice worthwhile anyway.

To Andrew

- If I were Andrew, I’d continue doing what interests me. There will be other promotion opportunities later on as he is clearly a talented salesman or he’d not be getting job offers.
- I don’t know – the cost of living is pretty high these days. With a bigger salary he can save and sometimes treat himself to foreign travel.
- He needs to sit and decide his present priorities: cash or fun.

Outside view

- 1 Work in pairs and complete the sentences with the correct form of the words and expressions in the box.

advertising campaign assistant editor
go down with the flu impressive publication
(be / feel) under pressure waste time

I recently became the (1) _____ of a small magazine, and the first job the editor asked me to do was to prepare a(n) (2) _____ in order to find more readers. Unfortunately I became ill and (3) _____ for a week. This meant I had less time to do the work and I felt (4) _____ a lot of _____. So I didn't (5) _____ but worked very hard to finish the campaign, which was very successful. Soon after that, the editor went on holiday and I became responsible for the (6) _____ of the magazine. When the editor returned, she was very pleased with my work and told me that it was (7) _____.

- 2 Work in pairs. Look at the photos on this page and answer the questions.

- 1 Where do you think the young men are going?
- 2 How are they dressed?
- 3 What do you think the attitude to life is of each young man?

Janice McKilroy /dʒænis mə'kɪlrɔɪ/ 贾尼丝·麦基罗里

impressive /ɪm'presɪv/ a. 令人印象深刻的, 令人钦佩的

John Howard /dʒɒn 'hauəd/ 约翰·霍华德

classic /'klæsɪk/ a. 典型的

publication /ˌpʌblɪ'keɪʃn/ n. (书籍杂志等的) 出版, 刊印

staff/stɑ:f/ n. 员工, 全体工作人员

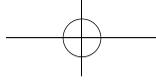
flu /flu:/ n. 流行性感冒, 流感



Watching and understanding

- 3 Watch the video clip and answer the questions.

Who ...	Jonathan	John	Janice
1 apologizes for keeping someone waiting?			
2 says something is very impressive?			
3 got a bit lost?			
4 has to think about a question?			
5 was the assistant editor of a student magazine?			
6 doesn't ask any questions?			
7 gets the job?			



Outside view

1

TEACHING TECHNIQUES

教学策略

There are different ways to approach an exercise such as this.

- Work together pooling everyone's knowledge.
- Set it as a homework preparation exercise.
- Ask a pair of Ss to prepare the exercise in advance and lead the class.
- Use it as a dictionary exercise.
- Let Ss do the exercise silently on their own in class. Ask Ss to read the passage out once it has been completed. Finally ask Ss to use the words and expressions in sentences of their own.

Answers

- (1) assistant editor
- (2) advertising campaign
- (3) went down with the flu
- (4) under; pressure
- (5) waste time
- (6) publication
- (7) impressive

2

Example answers

- 1 They are probably going to work in the morning.
- 2 The man in the top picture is dressed casually and has a shoulder bag. The man below is wearing a formal suit and tie and carrying a briefcase.
- 3
 - I am not sure you can judge a person's attitude to life from their clothes.
 - I think the man in the lower picture is ambitious and organized. He is always on time and in control of the situation; the other man may be more creative, but is possibly less reliable as he is more relaxed about things.

Watching and understanding

Language points

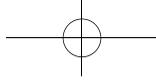
Sorry to keep you.: Sorry to keep you waiting.

apart from finding my office: Janice is being sarcastic as she is displeased at John's lack of punctuality.

3

Answers

- 1 John, Janice
- 2 Jonathan
- 3 John
- 4 John
- 5 Jonathan
- 6 John
- 7 Jonathan



Unit 1 A working life

4 Watch the video clip again and answer the questions.

- 1 What is Jonathan Howe looking through when Janice McKilroy meets him?
- 2 Why doesn't Miss McKilroy want to waste any more time with John Howard ?
- 3 What does Miss McKilroy ask John Howard that he doesn't know the answer to?
- 4 What does Jonathan give Miss McKilroy a copy of?
- 5 When did the editor and half the staff go down with the flu?
- 6 What did Jonathan and his colleague have to do as a result?
- 7 What does Miss McKilroy say about Jonathan's reply to her final question?



Developing critical thinking

5 Work in pairs and discuss the questions.

- 1 What do you think are the most important qualities that an employer looks for in a young person taking an office job for the first time?
- 2 How could you show by your body language and voice that you are confident at an interview?
- 3 Do you think that employers choose the friendliest person or the person with the best qualifications to give a job to? Give reasons for your answer.
- 4 Should you always be completely honest about everything in an interview?

Listening to natural English: expressions implying lack of confidence

In conversation, when we are unsure about something or hesitate before we reply, there are certain one-word expressions that we use. John, who is not well-prepared for the job interview, uses short expressions such as *hmm*, *um*, *er*. He also uses the longer expression *Let me think about it*. These are all useful expressions in some situations and we often use them in conversation while we are thinking. However, in a situation such as a job interview, they show lack of confidence and may be too informal. John also shows his lack of confidence by using the expression *I suppose*, which is used to show that although you think something is right, you are not completely sure about it.

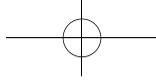
Hmm, the classic questions, eh? Um, I don't know. Let me think about it.

Yeah, that was ... that would be it, I suppose.

Um, no. Oh yes, er, how much ... perhaps not. Um ... no. No questions. Thank you.

In a job interview we should avoid these expressions if possible and speak as clearly and confidently as possible, using fairly formal language.





4

Answers

- 1 The company's new advertising campaign.
- 2 Because he is already late and she wants to get on with the interview.
- 3 What his greatest achievement is.
- 4 An issue of the student magazine of which he was assistant editor.
- 5 One week before publication of that issue.
- 6 They had to produce the whole thing.
- 7 It's very clear.

Additional activity

Ask Ss to make a list of things John did wrong and Jonathan did right.

John's failings:

- dress
- lateness
- getting the interviewer's name wrong
- having no prepared answers for commonly asked questions
- rather rudely commenting on the question
- ums and ahs / hesitation, lack of fluency
- starting to ask about salary, suggesting an interest in pay and not the job
- having no questions to ask

Jonathan's good moves:

- dress
- showing an interest in the company
- flattery
- answering questions swiftly
- being fully prepared for the interview
- being confident

5

Example answers

- 1 It will depend partly on the job. Designers need to be more creative than accountants, but I think for any job employers want someone who is polite, punctual, able to express themselves, reliable, willing to learn and ready to work hard. They want someone who will fit into the office and make a good contribution.
- 2 Sit up straight, keep an open body position, look at the interviewer when they are speaking to you, smile politely, avoid putting your hand on your face, use normal eye contact (at the start and finish of any contribution to the conversation), avoid hesitating over answers, and do not mumble, but speak clearly.
- 3 I think qualifications are very important, but in most cases there will be more than one well-qualified candidate, and then character will be the decisive factor. I am not sure friendliness is quite the right word for what bosses want. Maybe pleasantness is a better word – a young person who will be polite and respectful, willing to be taught and who will have good personal relations with fellow workers. A candidate with a bright personality may be preferred to a duller one even if the latter has the better qualifications.
- 4 You most certainly must not lie – that would be wrong and could get you into trouble of some sort or another later on, but everyone understands that an interviewee is trying to create a good image and will not talk a lot about weaknesses or past failures. There are also areas of one's life which are not really the business of any interviewer. So, I think you should be honest, but not necessarily completely so.

Listening in

Short conversations

1 Listen to the five short conversations and choose the best answer to the questions.

- 1 (a) She thinks the man should give up his present job.
(b) She thinks the man should look for another job.
(c) She thinks it's difficult to earn a living as a professional musician.
(d) She thinks the man will be successful as a musician.
- 2 (a) The woman is enquiring about a holiday at a travel agent.
(b) The man and woman are planning a holiday.
(c) The woman is interviewing the man for a job.
(d) The man has offered the woman a job.
- 3 (a) A year ago.
(b) Sixteen months ago.
(c) A year and a half ago.
(d) Two years ago.
- 4 (a) It's important to spend time with your family.
(b) He agrees that hard work equals success.
(c) The woman needs to spend more time at work.
(d) The woman should feel pleased with her success.
- 5 (a) It's been the best time of his life.
(b) He's enjoyed his work a lot.
(c) He couldn't get the best out of the time he spent.
(d) He's very grateful to the woman.

Short conversations

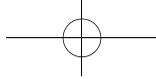
visa /'vi:zə/ *n.* 签证

Conversation

2 Read the words below and predict what the conversation is about.

local bar chat different British office
drinks given name small talk relaxed
boss make jokes tough friendly
work Chinese office





Listening in

Short conversations

1

Answers

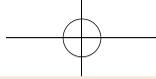
- 1 c The man says he is thinking of giving up his present job and becoming a full-time musician. The woman advises the man not to do this. She thinks he cannot earn enough as a musician. It can provide a little extra income in the evenings or be a hobby, but not support him.
- 2 c The woman as interviewer invites questions from the man either about the company or the job. He asks about holiday. He uses "would" rather than "will" (I'd get), so showing he does not yet actually have the job.
- 3 b $24 - 8 = 16$ (months)
- 4 a If you need time for something, it is because you ought to do it. The man says she should spend more time thinking about herself and family rather than work.
- 5 d He says the woman did more than anyone else could have to help make his time with the company enjoyable and valuable. This is a very high degree of thanks.

Conversation

2

Example answer

Quite a few words are about social life, but there are also ones about offices. Perhaps it is a comparison of Chinese and British offices and the social life connected with them.



Unit 1 A working life

Conversation

export /ɪk'spɔ:t/ *v.* 出口, 输出

tough /tʌf/ *a.* 严格的, 严厉的

odd /ɒd/ *a.* 奇特的, 异常的

weird /wɪəd/ *a.* 奇怪的, 不寻常的

humour /'hju:mə/ *n.* 幽默感

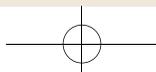
Listening and understanding

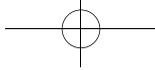
3 Listen to the conversation and check (✓) the true statements.

- 1 The Chinese woman had a job in the UK working in a Chinese office.
- 2 People are relaxed and quite friendly.
- 3 People call the boss by her family name.
- 4 People take their job seriously but joke and laugh.
- 5 While they're at their desk, people chat.
- 6 The Chinese woman didn't go out for drinks with everyone.

4 Listen to the conversation again and choose the best answer to the questions.

- 1 What did the British office do?
 - (a) Export Western books to China.
 - (b) Export Western art to China.
 - (c) Export Western clothes to China.
 - (d) Export Western food to China.
- 2 Where did people have a chat?
 - (a) At the water fountain or the coffee machine.
 - (b) In the corridor or at the water fountain.
 - (c) In the corridor or at the coffee machine.
 - (d) At the photocopier or the coffee machine.
- 3 What did the boss do when the Chinese woman first arrived?
 - (a) She offered the Chinese woman coffee.
 - (b) She offered the Chinese woman tea.
 - (c) She made jokes and laughed a lot.
 - (d) She introduced herself by her first name.
- 4 What should you chat about with people above all?
 - (a) Business.
 - (b) Sport.
 - (c) The weather.
 - (d) Families.
- 5 What does the man say is really important in a British office?
 - (a) To stay at your desk.
 - (b) To have fun with everyone.
 - (c) To invite people out to a bar.
 - (d) To go out for drinks with people from your office.





Listening and understanding

Language points

pretty well: nearly

small talk: conversation about minor matters like the weather, prices, TV programmes, etc

keep your head down: work and not join in

3

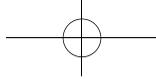
Answers

The true statements are 2 and 4.

4

Answers

1 d 2 a 3 a 4 c 5 d



Unit 1 A working life

News report

5 Work in pairs and answer the questions.

- 1 What is a workaholic?
- 2 Why do people become workaholics?
- 3 What problems might someone have in their life as a result of being a workaholic?
- 4 How should you avoid workaholism?

News report

workaholic /wɜ:kə'hɒlɪk/ *n.* 工作狂 (指人)

addicted /ə'dɪktɪd/ *a.* 上瘾的, 入迷的

workaholism /wɜ:kə'hɒlɪzəm/ *n.*
工作狂 (指一种观念)

reasonable /'ri:znəbl/ *a.* 理智的

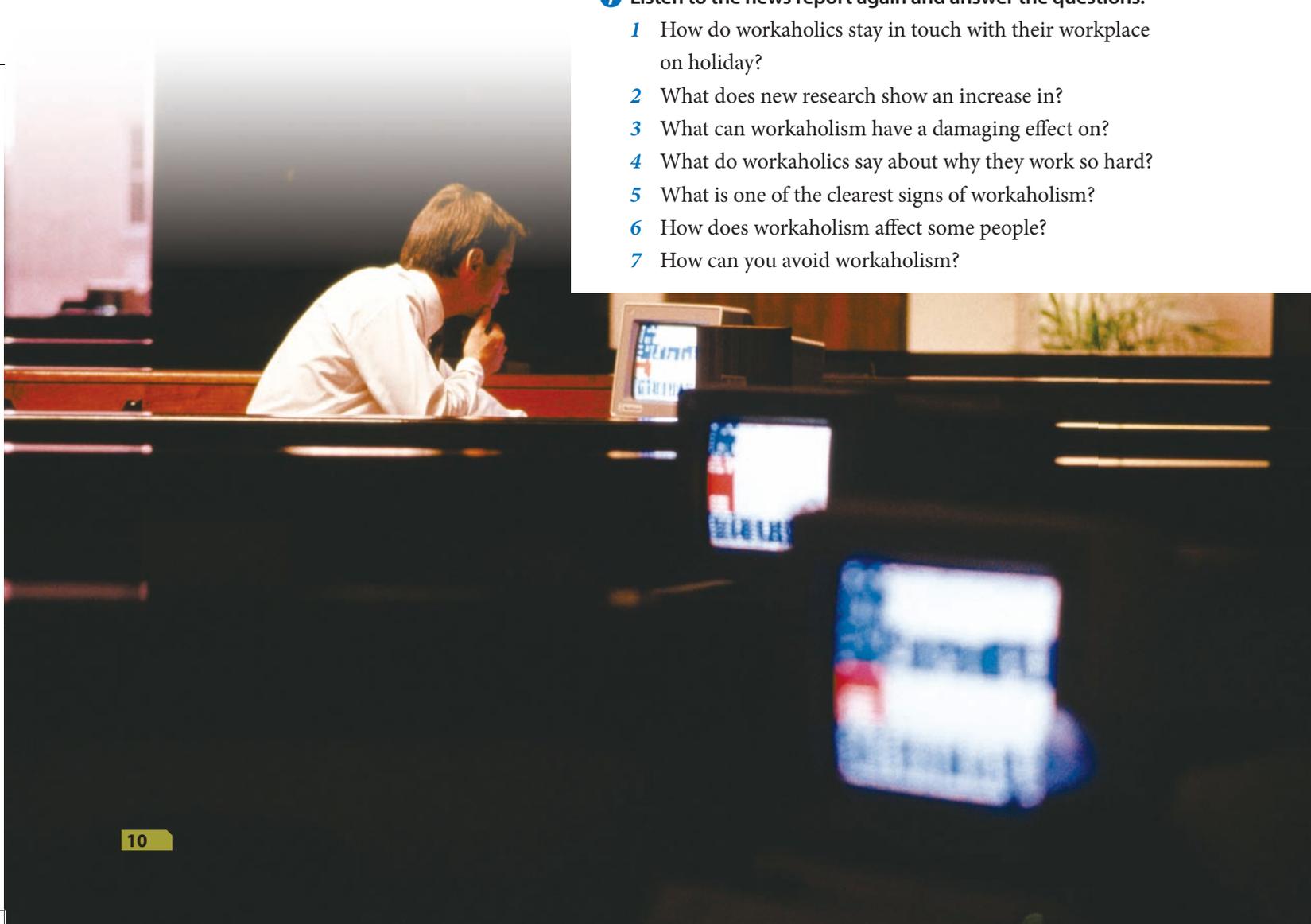
Listening and understanding

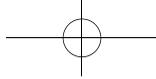
6 Listen to the news report and match the ideas with the speakers.

	Man	Woman
1 Some people work 80 hours a week and never take a holiday.		
2 A workaholic can't stop working and may make themselves ill and unable to continue.		
3 Some workaholics feel they need to work long hours and don't see it as a problem.		
4 Some workaholics may be worried about not having enough money.		
5 Some workaholics don't know how to enjoy themselves.		
6 Try to develop interests and make friends outside the workplace.		
7 Don't expect you can achieve more than a certain amount in a day.		

7 Listen to the news report again and answer the questions.

- 1 How do workaholics stay in touch with their workplace on holiday?
- 2 What does new research show an increase in?
- 3 What can workaholism have a damaging effect on?
- 4 What do workaholics say about why they work so hard?
- 5 What is one of the clearest signs of workaholism?
- 6 How does workaholism affect some people?
- 7 How can you avoid workaholism?





News report

TEACHING TIPS 教学建议

Ask a pair of Ss to prepare in advance a brief presentation on workaholism.

5

Example answers

- 1 I remember this word. Just like an alcoholic who cannot stop drinking alcohol, a workaholic cannot stop working, or a chocoholic eating chocolate!
- 2 It could be part of the basic personality or the result of training as a child. It could be caused by the desire to earn a lot or a fear of failure. It might even be a result of family problems – the person hides in his or her work.
- 3 Stress and overwork would certainly harm their health, and you can hardly be a good marriage partner or parent if you are always rushing at work.
- 4 Try to develop interests, such as hiking and fishing, and make time for friends and family.

Listening and understanding**Language points**

burning out: using up all one's energy and motivation

blind: prevent them from seeing

work ethic: a belief in the value and virtue of work as a part of everyone's life

sound advice: good advice; "sound" can mean strong and healthy

6

Answers

- 1 M
- 2 W
- 3 W
- 4 M
- 5 M
- 6 W
- 7 M

7

Answers

- 1 By mobile phone.
- 2 The number of people seeking medical help for workaholism.
- 3 Mental health.
- 4 They have a strong work ethic.
- 5 A desire to work all the time, and a need to be more successful than others.
- 6 Difficulties in personal relationships, family problems, dependence on alcohol and drugs to deal with stress, and sometimes mental breakdowns.
- 7 Work hard but not too much, try not to take work home, try to develop friends and interests outside the workplace, and be reasonable about what you can get done in one working day.

Presentation skills

Giving a talk

- 1 Work in pairs and prepare a talk called "My ideal job". Think about the ideas below and choose a job that you feel you could do well with the right training.**
 - what you would like to do as a career
 - why you would like to do it
 - your personal qualities, for example, imagination, ambition
 - what you're good at, for example, languages
 - what qualifications you would need
 - what professional skills you would need
 - what you would need to do to achieve your career
- 2 Talk about where and how you would work in your ideal job. Think about:**
 - whether you'd like to work indoors or outdoors
 - whether you'd like a job with a public organization or a private company
 - whether you'd like to work alone, in a small group or with a large team
 - when you'd like to work and how many hours, for example, during the day, in the evening, at night, or at weekends
 - how flexible you'd like your work to be and how much time off you'd like
- 3 Work in groups of three or four and give your talk about your ideal job. Help your partner to prepare their presentation.**
- 4 Work with the whole class and give your talk.**
- 5 Work with the whole class. Decide which of your classmates have made the best choices for their ideal jobs and explain why.**

Giving a talk about an imaginary situation

Begin with the ideas in Activity 1. Try to show the class that you have thought about your ideal job carefully and chosen a job that is just right for you. Talk about what you enjoy doing and give examples. Emphasize your special qualities and why you'd be good at the job. Mention any experience you have that is relevant to the job.

When you talk about the qualifications and professional skills that you'd need, make sure you have the right information. Then continue with the ideas in Activity 2. Try to sound confident as you talk and end with a positive, confident statement.

Talking about an imaginary situation

For my ideal job, I'd like / love to work as a ...
Ideally, I'd like a job as a ...
Of course, I'd need to get some work experience.
Also, I'd have to do a further degree.

Talking about likes and preferences

I like / enjoy / love working alone.
I'd prefer to be part of a team.
I prefer working outdoors.
I'm interested in people.
I want to travel.

Talking about abilities and professional skills

I'm good at working with people.
I'm practical and good with my hands.
I have good social skills.
I'm able to work hard.
I'll have a degree in maths.
I have the right qualifications.

Giving reasons

There are several reasons why ...
The / One reason why ...
This is because ...
I like people, so I'd like a job that involves working with them.

Presentation skills

Giving a talk

1

Example answers

- architect
- enjoying the beauty of buildings and wanting to make buildings environmentally friendly
- artistic, problem-solving and multi-tasking skills, good team worker
- art, maths
- architectural exams
- training in technical matters and project management
- getting employed in an architectural office and gaining a great deal of experience

2

Example answers

- indoors and outdoors
- either
- teamwork
- Architects must be very committed when working on a project.
- Architecture comes first!

4

Example answer

I'm one of those people who collect things: I keep all the drawings I've done and I take large numbers of photos of any buildings, new or old, which I find interesting, and I have lots of scrapbooks full of my own sketches and ideas for design. You can probably guess what my ideal job is ... yes, I'd like to be an architect. So what attracts me to this profession – apart from the fact that I obviously like looking at buildings?

There are two things which really push me towards architecture. The first is the idea that buildings should look nice and the second is that climate change and green issues are really important, not only in our daily living habits but also in how buildings are designed. So to take these ideas further I have been reading

about social attitudes and fashion to try and increase my understanding of what people think is a nice design ... and we had a course in aesthetics – you know, the study of the philosophy and ideas about beauty – which was really helpful for me. At the same time I have been involved in an environmental project in the university. Although this had nothing to do with buildings (actually we were working to clear up the lake and woodland), it put me in touch with other people who think the quality of the environment is important and I began to read about green aspects of design.

Now I'd like to add a few words about the qualities and skills that I'd need to develop for my ideal job. I like art, of course, and I like the challenges of solving problems in design ... This is usually a matter of trying to do several things at once and I think I can solve those problems because I have a head for figures and I'm able to cope with working on several problems at the same time. I need to work at technical aspects of design: maths (no problem for me), the use of technology (we will have a course on that soon), teamwork (I enjoy working with others) and project management skills (I need a lot more experience there). That's quite a list, but of course it's not enough.

From what I know, to succeed in architecture I need to qualify, which means passing my exams and working in a company or government office for at least two or three years; but then I need a bit of luck, probably, to work in a team which believes in beauty and greenness, so to speak. Without this experience I am unlikely to be given the opportunity to get the promotion to be the leader of a team. I think I have the imagination and creative skills to do this but I need the experience and – if I remember what Gladwell said – 10,000 hours of practice in building design ... so the question is how to get that practice for me. Thank you for listening and in the future if you need a really nice-looking, super-green building, just contact me!

Unit task

Carrying out a survey on students' career plans

1 Work in groups and carry out a survey on students' career plans. Think about different areas to ask about, for example:

- attitude to money
- importance of career compared to family
- future plans
- work experience

2 Think of questions to ask about each area.

*Do you know what you want to do when you leave college?
What is the most important thing you will look for in a job – money, job satisfaction or working conditions?
Do you think marriage and children interfere with a career?
Have you done any paid or unpaid work?*

3 Interview some other students and make notes of their answers.

4 Work in groups. Compare the answers you got to the survey and prepare a report. Include:

- the questions in the survey
- the answers to the survey
- your reactions to the answers

5 Work with the whole class and give your report on the survey.

Most people know what they want to do but some aren't sure.

Interestingly, only half the people we asked think that money is the most important thing.

Unit file

FUNCTIONS

Speculating about the future

I've got another year to go, and then I suppose I'll go back home. Do you think you would ever ...? I'd love to ... one day. I think I'll always come back here. Have you ever thought of ...? But what would I do here? I've often thought if there was a job I could do here in ..., I'd go for it. Do you think I'd stand a chance?

Making enthusiastic comments

What a wonderful view!
This is such a great city.
That sounds like a great idea.

It's great fun, and really interesting. I couldn't think of a better way to ...

Reassuring people

Don't even think about it! I promise you that you'd know if ...

Talking about attitudes and relationships at work

It's not always very easy working with him. He is good at his job. He's confident and very competent at what he does. The people who work with him rate him quite highly. I get on with him quite well.

EVERYDAY ENGLISH

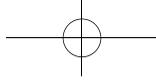
He has a different agenda. I don't think his heart's in his job. I rate him too. We're not best buddies. Whose round?

PRESENTATION SKILLS

Giving a talk

UNIT TASK

Carrying out a survey on students' career plans



Unit task

Carrying out a survey on students' career plans

2

Example answer

- *Do you wish to work indoors or outdoors?*
- *Do you want to work mainly on your own or in a team?*
- *Which of these would you describe as your typical work style?*

5

Example answer

Report on the survey

Part 1: Questions asked

- 1 Do you know what you want to do when you leave college?
- 2 Have you done anything yet for a job after you leave college? If yes, please specify.
- 3 Have your parents tried to influence your choice of work?
- 4 Which of these do you think most important when choosing a career / job? Please number in order of importance with 1 = most important.
 - pay and benefits
 - opportunities for promotion
 - opportunities for self-improvement
 - working environment

Part 2: Answers to the questions

- 1 Seventy-five per cent know what they want to do. The others do not know or are not absolutely certain.
- 2 Thirty per cent had done something (mainly meeting or contacting possible employers via career conferences etc; a third of this group had gone a step further and made definite plans).
- 3 Sixty-five per cent said their parents were trying to influence their choice.

- 4 Priorities: scores have been calculated to show the overall results for the class. 1 = most important

- 1 pay and benefits
- 2 working environment
- 3 opportunities for self-improvement
- 4 opportunities for promotion

Part 3: Reactions to the results

We expected a large number of the class to know what they wanted to do. After all, this is our final year. Perhaps though we should add that some of those who think they know what they are going to do will for various reasons actually do something else.

When we think about the results of our second question, we think it is a shame more people, including us, have not already done more about life after college. Ten per cent is a pretty low number, and it seems 70 per cent of us are being very passive about the situation.

Parental suggestions about work is a topic that it might be interesting to explore more. We did not find out how much pressure there is to accept these suggestions or how much influence they actually have.

The results of the question about priorities when looking for and accepting a job did not surprise us. Everyone would like a good salary, interesting work and a pleasant place to work. The interest in self-improvement over promotion prospects probably reflects our age. We know promotion will come later if we add skills now.

Thank you for listening to our survey. We think we all need to do something soon about our plans for next year.